

## Attachment 12

### 1. Data approval

Unless otherwise specified in Block 16 (Remarks) of the CDRL, the contractor shall comply with the following procedures when an "A" has been entered in Block 8 of the DD Form 1423:

The use of an "A" in block 8 indicates that the data identified requires Government evaluation and written approval by the requiring activity prior to distribution of the final document by the contractor. To initiate the evaluation process, the contractor shall submit a draft document to the addressees listed in the Draft column of Block 14. The contractor shall mark the top and bottom of the cover or title page of the draft document with the words "GOVERNMENT APPROVAL REQUIRED". In addition, the contractor shall incorporate the following statement into the Letter of Transmittal as a separate paragraph:

"This document requires Government evaluation and written approval by the requiring activity."

The absence of the "A" in Block 8 does not forfeit or otherwise affect the Government's right to review and approve all data for compliance with contract requirements.

### 2. Transmittal of Data

If possible the contractor shall submit data in electronic format via Microsoft Office (Electronic Data Submittal (EDS) paragraph below). The contractor shall submit all data with a Letter of Transmittal (LOT) or Electronic Mail (EM) message. The LOT or EM message shall contain unique serial number identification and shall specify the contract number. Data Item Description number and title, Data Item Number (Block 1), document number, date, and revision level. In addition, the contractor shall include the distribution of the data (Block 14) at the end of the LOT. The date of submittal for all data is interpreted to mean the date that it is received from the contractor by LOT or EM, and the term data is defined as calendar days.

#### **ELECTRONIC DATA SUBMITTAL (EDS)**

THE CONTRACTOR SHALL SUBMIT ALL DATA DELIVERABLES IN ACCORDANCE WITH THE SPECIFIC SUBMITTAL INSTRUCTIONS AS INDICATED ON EACH DD FORM 1423. IN THE CASE OF ELECTRONIC SUBMITTALS, THE CONTRACTOR SHALL SUBMIT THE ELECTRONIC COPY VIA MICROSOFT OFFICE SOFTWARE. THE VERSIONS OF THIS SOFTWARE SHALL REMAIN COMPATIBLE WITH CURRENT WR-ALC SOFTWARE. ANY SUBMITTALS BY OTHER MEANS REQUIRES WR-ALC/LNXC APPROVAL PRIOR TO DELIVERY OF DATA. ALL ADDRESSEES IN BLOCK 14 IDENTIFIED TO RECEIVE COPIES SHALL ALSO RECEIVE EDS COPIES. AN ADDRESSEE WITH ONLY AN "\*" SHALL ONLY RECEIVE THE EDS COPY. THE GOVERNMENT REVIEW CYCLE FOR DATA BEGINS ON THE DATE THE LAST ADDRESSEE LISTED IN BLOCK 14 RECEIVES THE DATA.

THE CONTRACTOR SHALL INFORM WR-ALC/LNXC IF ANY OF THEIR DATA DELIVERABLES CANNOT COMPLY WITH THE ABOVE ELECTRONIC FORMATS. IN SUCH CASES THE CONTRACTOR SHALL RECOMMEND, FOR WR-ALC/LNXC APPROVAL, ALTERNATIVE DELIVERY FORMAT(S).

DO NOT DELIVER CLASSIFIED DATA VIA EDS. CONTACT CONTRACTING OFFICER PRIOR TO DELIVERY IF ANY DATA CITED ON THE DD FORM 1423 FOR EDS CONTAINS CLASSIFIED MATERIAL.

### 3. Distribution and Other Statements

a. Unless otherwise specified in the CDRL, the contractor shall place the following statements regarding distribution, export control, and destruction on the front of the cover page of each document in accordance with DOD-5230-24: